Microsoft Teams 300

Agenda

Communicate   Collaborate   Customize

Communicate

Communicate

- Chat
  - Translation
  - Important and Urgent messages
- Channels
  - Announcements
  - SharePoint page and news tabs
  - Settings and analytics
- Slash commands

Collaborate

Collaborate

- Using Microsoft Lists
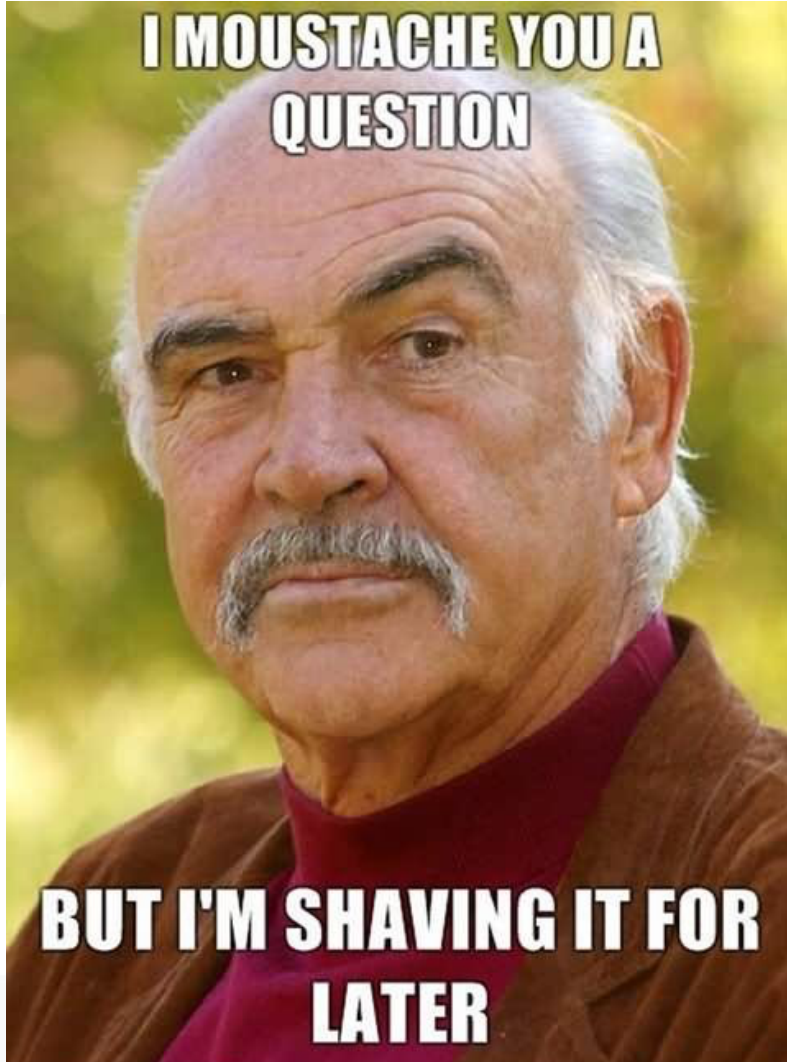- Forms and Teams
- Files views (thanks SharePoint)

Customize

Customize

- Notifications
  - Personal
  - Channel
  - Meetings
- Hiding, Leaving, and Muting
- Bookmarks
- Theme

Questions

https://kymsoffice.sharepoint.com/sites/O365Learning

Look for our "Ask the Expert" session invites.